**Smart Start of Forsyth County**

**Executive Committee Meeting**

**Monday, December 12th, 2022 12:00 p.m. – 1:30 p.m.**

**VIA ZOOM URL:**  [https://us02web.zoom.us/j/81501182679](http://s.bl-1.com/h/dccGhTxN?url=https://us02web.zoom.us/j/81501182679)

**Members Present via Zoom**: (Board Chair) Reginald McCaskill, (Board Vice-Chair/Board Composition Committee Chair) Tembila Covington, (Treasurer/Finance Committee Chair) Bennett Bruff, (Chief Executive Officer of Smart Start of Forsyth County) Louis Finney Jr., (NC Pre-K Committee Co-Chair) Brian Hart, (Secretary/Development Committee Chair) Sabrina Hinton

**Members Absent via ZOOM:** (NC Pre-K Committee Co-Chair) Effie McMillian, (Human Resourcing Committee Chair) Linda Barnes

**Staff Present via ZOOM:** (Program and Administration Coordinator) Tim Campbell

**Call to order:**

The meeting was called to order at 12:00 p.m. by the (Board Chair), Reginald McCaskill. The roll call and quorum were established at 12:00 p.m. by the Board Chair.

**Review and Adopt Agenda:**

A motion was made to adopt the agenda by Tembila Covington. The motion to adopt the agenda was seconded by Brian Hart. All members present voted unanimously to adopt the agenda. Motion Carries.

**Intro of visitors and opportunity for public comment:**

**Visitors Present:** None

**Public Comments**: None

**Committee Approval/Receipt:**

* **For Consent:**
  + October 10th, 2022 Executive Committee Minutes – *attached*
* **For Receipt:**
  + October Treasurer’s Report – *attached*
  + ARPA Grant Update – *attached*

**Review and Adopt Minutes:**

A motion was made to adopt the minutes from the previous Executive Committee meeting by Tembila Covington. The motion to adopt the minutes was seconded by Bennett Bruff. All members present voted unanimously to adopt the minutes. Motion Carries.

**Receipt of October 2022 Treasurer’s Report:**

The October 2022 Treasurer’s Report was shared with the committee. Dr. Finney explained that, by state law, 70% or more of our NCPC funds must be spent on services to child care centers, including subsidy payments. He also clarified that we had received $15 back from the state in sales tax reimbursement.

**Board Chair Update: Reginald McCaskill**

Reginald McCaskill ceded his time to Dr. Finney to begin his CEO corporate update.

**CEO Corporate Update: Dr. Louis Finney Jr.**

Dr. Louis Finney Jr. presented the CEO Corporate update to the Executive Committee. He discussed three different grants: an ARPA county grant, an ARPA city grant, and a supplemental grant from the city. The county grant totals $3.7 million over two years, and covers our partnership with other community agencies to provide services to a cohort of 30 pre-K classrooms. These funds will pay for 6.5 FTEs. The ARPA city grant totals $659,846 over two years, and will primarily focus on infant/toddler care and family child care. These funds will pay for 3.5 FTEs. It will also help up to 25 individuals with training and support to help open new family child care homes. The supplemental grant totals $350,306 over two years, and will be used to continue funding the Child Care Health Consultant activity after NCPC funds for the program expire.

**Board Composition Committee Update: Tembila Covington**

Tembila Covington ceded her time to Dr. Finney, who explained that he had sent two nominees, Stephanie Lackey, chair of the early childhood department at Forsyth Tech, and Dominic Walker, an entrepreneur and member of the library board, as potential new members of the MALea Committee. He also put forward Brian Hart as a possible co-chair for the NC Pre-K Committee. He is meeting with Jessica Ijames of Novant Health, who has an interest in serving on our board, along with Gina Hebron of Crossnore Communities for Children, in anticipation of presenting their nominations to the board chair.

**Finance Committee Update: Bennett Bruff**

Bennett Bruff indicated that the Finance Committee reviewed the October financials presented earlier. Evaluation had some reissued checks that were skewing expenses, and there were some unexpected advertising expenses in Community Education, but otherwise financials were looking about where they need to be. They also received an update on the audit process. Dr. Finney added that the Finance Committee, as well as the HR Committee, will be receiving proposals regarding retention bonuses in their coming meetings.

**Development Committee Report: Dr. Sabrina Hinton**

Sabrina Hinton was recovering from surgery on the date of the meeting, and so was unable to provide a report.

**Human Resources Committee Report: Linda Barnes**

Linda Barnes was unable to log in to the meeting due to technical difficulties, and so was unable to provide a report.

**MALea Committee Report: Reginald McCaskill**

Reginald McCaskill underscored the importance of getting a MALea Committee chairperson in place, especially given how long the committee has been without one, a point to which Dr. Finney agreed and said he would attempt to have one in place before the next meeting.

**NC PRE-K: Brian Hart**

Brian Hart reported that he had received orientation to serve as co-chair alongside Effie McMillan. Dr. Finney added that we will be permanently increasing the salaries for NC Pre-K providers in the county by 2%.

**Adjournment:**

A motion was made to adjourn the Executive Committee Meeting at 12:26 p.m. by Brian Hart. The motion to adjourn the Executive Committee Meeting was seconded by Tembila Covington. Motion Carries. Meeting adjourned.